

YORK COUNTY JOB DESCRIPTION

JOB TITLE: LIBRARY ASSISTANT (REFERENCE)

LIBRARIES

GENERAL STATEMENT OF JOB

Responsible for providing reference assistance to York County Library patrons. Assists patrons in research and activities and independently performing research for reference requests. Assists patrons with inter-library loan transactions and fills requests from other libraries. Participates in the selection of materials for adult and reference collections. Instructs patrons in the use of automated catalog, electronic indexes and other reference materials and equipment. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

Performs research to answer reference questions either by telephone or in person for adults, young adults, and children; provides reader advisory service for patrons.

Assists patrons requesting inter-library loan service; implements inter-library loan transactions; fills loan requests from other libraries; places holds/reserves on books for patrons.

Instructs patrons in the use of automated catalog, electronic indexes and other reference materials and equipment.

Maintains equipment associated with reference needs.

Monitors behavior and conduct of library patrons

ADDITIONAL JOB FUNCTIONS

May assist in evaluating donations to determine if needed, and where the donations might be put to best use.

Registers voters and performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of resource and reference materials.

General knowledge of books and authors.

General knowledge of the Anglo-American Cataloging Rules.

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General knowledge of the Dewey Decimal Classification System and Library of Congress subject headings.

Ability to analyze and evaluate work procedures and to exercise appropriate judgement in establishing priorities and work methods.

Ability to communicate effectively.

Ability to deal effectively and courteously with the general public and other employees.

Ability to train others in assigned area.

Ability to use a personal computer with reasonable speed and accuracy.

TRAINING AND EXPERIENCE

Bachelor's degree in Library Science, or liberal arts, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including office equipment such as computers, calculators, copiers, facsimile machines, microfiche machines, etc. Work involves some lifting of boxes of books and/or periodicals, and pushing, and pulling of a hand cart or other type of cart.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors, and giving instructions, assignments and directions to employees.

Language Ability: Requires the ability to read a variety of reports, requests, forms, manuals, lists, etc. Requires the ability to prepare reports, forms, requests, etc., using prescribed formats.

Intelligence: Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to

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follow oral and written instructions. Must be able to communicate effectively and efficiently.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____